

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman  
Josef G. Obernier, Sr., Treasurer  
Kent D. Nation

Sandra G. Martin, Vice Chairman/  
Asst Secretary/Asst Treasurer  
Rick Tisa, Secretary

## Meeting Minutes for December 8, 2016

### Call to Order

The meeting was called to order by Chairman Boldaz at 7:30pm.

### Pledge of Allegiance

### Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Josef G. Obernier, Sr. (JGO) and Rick Tisa (RT).

### Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental, Solicitor Patrick McKenna and Administrator Anita Ferenz were present.

**Public Notification:** *None*

### Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the November 15, 2016 regular meeting was made by SGM and seconded by KDN. All members present were in favor.

**Public Comment (individuals requesting to be on the agenda):** *None*

### Correspondence/Communications (information to note)

1. Email from Brookdale Senior Living dated November 18, 2016 in response to Administrator correspondence regarding replacement of meter. *Brief discussion on ownership of meter; as a minimum meter sensor needs to be replaced. A Motion was made to purchase the sensors and cables necessary to repair the existing meter at Freedom Village at Brandywine, not to exceed \$3,500 was made by JSB, amended to include with the understanding that Brookdale Senior Living refund the costs to the Authority if and when adequate proof of ownership is obtained, and further amended to include written confirmation and acknowledgement by Brookdale of the potential refunding, and seconded by SGM. All members present were in favor.*
2. Correspondence from Carroll Engineering dated November 29, 2016 regarding recent receipt of PAWC – Wastewater Discharge Testing. *Noted*
3. Correspondence from Carroll Engineering dated December 1, 2016 regarding engineering rates for 2017. *Noted*
4. Quote from Envirep, Inc. dated December 5, 2016 with regard to installation of a higher antenna to potentially alleviate the communication failures at Beaver Creek PS. *Brief discussion on need and*

*likelihood of a positive outcome upon installation of directional antenna. A Motion to accept the Quote from Envirep, No. 2098, to get the high gain directional antenna installed at Beaver Creek PS was made by RT and seconded by KDN, amended by JGO to include that Administrator determine if equipment is returnable if communication failure alarms continue. RT agreed to Motion with amendment; amended Motion seconded by JSB. All members present were in favor.*

## **Reports**

### **1. Operator**

Aside from the need for a new seal for pump 2 at Beaver Creek, Culbertson, Friendship Village and Reeceville pump stations are running normally. Brief discussion that perhaps Miller become more hands on with regard to minor repairs to alleviate the need to always call in a contractor. Lengthy discussion concerning Ashberry pump station and events leading up to several weeks of repair and hauling to keep the station functional. Board stressed the need for better communication and need to memorialize a checklist of problems and potential remedies and things to look for, not only for Authority records but for moving into the future with anyone maintaining the pump stations.

### **2. Engineer**

- a. 2017 Budget and Rate Schedule – final. *Review of final revisions.*
- b. Summary of Planning Committee meeting (capacity analysis). *Review of capacity analysis (what we own outright and what we use) as it relates to various agreements with PAWC and leading into discussion of tap in fee calculations.*
- c. Grant application – Commonwealth Finance Committee now meeting in March to make decision on funding awardees.

### **3. Solicitor**

- a. Proposed Fee Schedule for Services – *Review of document and explanation of certain line items.*
- b. Meter Resolution – Solicitor and Engineer to meet early in 2017 to discuss logistics and finalize.

### **4. Administrator**

- a. Billing system – recommendation. *Administrator recommends utility billing program from Applied Micro Systems, Ltd. for the cost of \$4,500 plus \$85 per month in support and upgrade services. Decision made primarily due to Township's use of same program so continuity for our customers and back up if needed. License fee and conversion fee waived. Discussion of current DNB lockboxes costs for collection of sewer usage payments and potential switch to a post office box. Administrator to research opening post office box; retain lockboxes for one quarter of 2017 and eliminate completely. A Motion to allow Administrator work with Applied Micro Systems, Ltd. to establish a contract for a utility billing system with an initial set up cost of \$4,500 with a \$85 monthly fee for a period of no less than one year was made by SGM and seconded by KDN, with addition of eliminating the lockboxes (keep for one quarter) and applying for a post office box by RT, with addition seconded by SGM. All members present were in favor.*
- b. Installation of meters for those residents with wells – proposed letter providing final notification for MA paying for installation and new flat gallon rate as of January 1, 2017. Need approval and final date for completion. *Being passed to January 2017 meeting.*
- c. Informational flyer – draft history and FAQs provided. *Noted.*

## **New Business**

### **1. Resolutions:**

- a. 04-2016 Establishment of 2017 Budget
- b. 05-2016 Establishment of 2017 Rate Schedule
- c. 06-2016 Establishment of Fee Schedule

Administrator read all Resolutions. A Motion to approve Resolution 04-2016 for the establishment of the 2017 budget was made by SGM and seconded by JSB. All members present were in favor. A Motion to approve Resolution 05-2016 for the establishment of the 2017 rate schedule was made by SGM and seconded by RT. All members present were in favor. A Motion to approve Resolution 06-2016, effective December 8, 2016, for settling the fees for enumerated services of the Municipal Authority was made by JSB and seconded by SGM. All members present were in favor.

**2. From the Board:**

- a. JSB – Search for board member. *Brief discussion of need to locate new member.*
- b. JSB – Consultants / fees and meeting attendance. *Reiteration of looking for ways to save money but still be appropriately and adequately represented.*
- c. RT – Ashberry, Easement / Access: Summary provided by RT of damage to the Sipple easement area as well as sketch to remedy at least an emergency fix. Discussions of talks with property owner and proposed options, and steps moving forward. Further discussions on process in which to accomplish project, keeping it as simple as possible but still protecting the Authority. SGM announced that she would abstain from any vote of this matter due to uncertainty of whether her employer would be reviewing this particular HOP application in its capacity as a designated reviewer of applications for PennDOT. A Motion to appoint Carroll Engineering Corporation as the Authority’s designated Agent for HOP process was made by JB and seconded by RT. JSB, KDN, JGO and RT were in favor, SGM abstained for the reason so noted above. Engineer to develop a scope of work and Administrator to inquire whether Township Public Works can accomplish the work.
- d. JGO – Suggestions of how to further develop the Pulte tract, perhaps Doutrich Homes or some similar developer.
- e. Presentation of appreciation award to JGO for his many years of service on the board of the Municipal Authority.

**3. From the Floor: None**

**Public Comments** (individuals not requesting to be on agenda) *None*

**Payment of Bills / Account Balances**

As of November 30, 2016: Friendship Village account balance was \$232,273.22 and Kimberwick account balance was \$294,075.08.

- 1. Friendship Village Sewer District- \$64,662.82 and ratified payments of \$2,101.02 made on 11/23/2016. Payroll of \$3,030.03 made 12/8/2016 for the month of November 2016.

Shared Service Agreement – breakdown for November 2016.

Carroll Engineering Corporation – breakdown for October 3, 2016 to October 30, 2016

A Motion to pay the bills as indicated was made by SGM and seconded by KDN. All members present were in favor.

**Dates of Upcoming Meetings**

Announcement was made of upcoming meetings of Board of Supervisors, on December 15, 2016 and January 3, 2017, and Municipal Authority, Thursday, January 12, 2017 at 7:30 p.m.

**KDN WILL ATTEND 12/15/2016 BOS MEETING TO GIVE REPORT.**

**Adjournment**

A Motion to adjourn the meeting was made by JGO and seconded by SGM. All members present were in favor. Meeting adjourned at 10:19pm.

Respectfully submitted,  
Anita Ferenz, Administrator